



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

January 7, 2025

Please find the following addendum to the below-mentioned RFP.

Addendum No.: 2

RFP#: 24-23-3

Project Name: Janitorial Services Justice Center

RFP Due Date: Tuesday, January 14, 2025

GENERAL:

- **Add Site Visit Sign in Sheet (see attached)**
- **Replace Attachment A Proposal Price Sheet with - Revised Attachment A Proposal Price Sheet (attached)**

QUESTIONS:

- Question 1. How many days of service is required per week?
Answer 1. Regular cleaning is required for 1 day (on weekend).
- Question 2. Is there a minimum wage requirement for the staff?
Answer 2. Not a Parish requirement.
- Question 3. Is floor maintenance service included in the bid cost?
Answer 3. Yes. See Scope of Work on pages 6 and 7 of the RFP packet.
- Question 4. Who pays for the floor maintenance supplies (Stripping and Refinishing)?
Answer 4. Vendor.
- Question 5. What is the annual cost for service for the last current contract?
Answer 5. A Public Records Request is needed.
- Question 6. What is the current Janitorial staff sizes?
Answer 6. It Varies.



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Question 7. 1. Could you please send me clarification for RFP #24-22-3 Koop Campus and RFP #24-23-3 Justice Center on the Days and Time that these buildings will need to be serviced, Is it once a week/twice a week? I am not clear on this Information as, I need it to move forward w/my proposal.

Answer 7. A cleaning schedule must be provided to and approved by the Department of for the Justice Center and Koop Campus.

Justice Center requirements:

See Scope of Work on pages 5-7 of the RFP packet for definitions of Regular (RC), Floor Cleaning (FC) and High Dusting (HD).

Performance Requirements on page 10 of the RFP packet list the areas to be cleaned and the schedule for cleaning.

Attachment A list the services and required number of cleanings.

Regular Cleaning is required 1 day a week (on weekends).

Floor Cleaning is required 3 times a year (on weekends).

High Dusting is required 3 times a year (between 4:30 p.m. - 11:30 p.m. or on weekends)

Koop Campus requirements:

See Scope of Work on pages 5-7 of the RFP packet for definitions of Regular Cleaning (RC), Floor Cleaning (FC) and High Dusting (HD).

Performance Requirements on page 10-11 of the RFP packet list the areas to be cleaned and the schedule for cleaning.

Attachment A list the services and required number of cleanings.

Regular Cleaning is required 1 day a week (on weekends).

Bathroom Cleaning Only is required on Wednesdays.

Floor Cleaning is required 3 times a year (on weekends).

High Dusting is required 3 times a year (on weekends).



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

Question 8. Also, to keep my company from wasting money, could the Janitorial Service Bond be submitted on award?

Answer 8. A bond is not required for this project per section 5.5 of the package

ATTACHMENTS:

- Site Visit Sign in Sheet. Pdf
- Revised Attachment A Proposal Price Sheet.pdf

End of Addendum # 2

REVISED - ATTACHMENT "A"

Proposal Pricing Sheet

RFP #24-23-3

Janitorial Services - Justice Center

Contractor agrees to abide by all St. Tammany Parish Government (Parish) General Conditions (furnished upon request), and acknowledges receipt of and has reviewed a copy of the Parish's Insurance Requirements (as attached) and agrees to maintain such insurance coverage(s) throughout the duration of the project, as well as for any subsequent warranty periods. If awarded the project, Contractor agrees that no work is to commence under any circumstance until the Contractor is provided a notice to proceed by the Parish.

Contractor must acknowledge all addenda. Enter the number the Parish has assigned to each of the addenda that the Contractor is acknowledging. The Contractor acknowledges receipt of the following:

ADDENDA: _____

FACILITY	ADDRESS	SERVICES	ANNUAL COST
Justice Center	701 N. Columbia St. & 601 N. Jefferson Ave. Covington, LA 70433	Regular Cleaning (1x weekly) (approx. 32,000 sq ft)	
Justice Center	701 N. Columbia St. & 601 N. Jefferson Ave. Covington, LA 70433	High Dusting (3x's yearly) (approx. 32,000 sq ft)	
Justice Center	701 N. Columbia St. & 601 N. Jefferson Ave. Covington, LA 70433	Floor Cleaning (3x's yearly) (approx. 28,700 sq ft)	

Contractor: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Total annual amount (Dollars): \$ _____

Total annual amount (Written): _____

Contractor Signature: _____ Date: _____

Contractor Printed Name: _____

Justice Center South Entrance

Pre-Bid Sign-In Sheet

Wednesday, December 18, 2024

11:30 AM

Janitorial Services Justice Center

	Name	Company	Email	Phone	Time In	Time Out
1	Neil Durban	Brierwood Contractors LLC	NeilDurban@brierwood.com	501-427-9241	11:29	11:54
2	Francklin McCallister	Pure Clean Janitorial	francklin@pureclean.com	225-210-5482	11:30	11:57
3	Aaron Vickair	NATURAL DISINFECTION	Aaron@nds-360.com	504-323-7699	11:30	11:56
4	Omar James	OK Janitorial INC	okjanitorial@okjmi.com	225-665-0159	11:30	11:56
5	Dayle Hernandez	Source One Janitorial Serv.	bid@SOURCE-ONE.com	504-381-4243	11:30	11:56
6	MARINA LEBLANC	MAID BN LLC	marinalucas11@yhdhd.com	504-325-3925	11:30	11:56
7	Jim Dewitt	STPG	jdewitt@stpg.org	985-898-2792	11:30	11:56
8	Julian Landry	STPG	jalandry@stpg.org	985-898-2792	11:30	11:56
9	Angelica Rome	STPG	arome@stpg.org	985-898-2792	11:30	11:56
10	Parodie Penilloux	STPG	penilloux@stpg.org	985-898-2520	11:30	11:56
11						
12						
13						
14						